

The following suggested schedule is based on full-time enrollment. Students planning to transfer to a senior institution should check with that institution for specific transfer requirements.

Courses that are approved for the AA/AS degrees are **bolded**.

Mode of Delivery:  
 T = Traditional classroom  
 W = Online  
 Q = Blended

**Program Prerequisites:**

<b>First Semester</b>						
Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
BIO 100	Medical Terminology	3			FL, SP, SM	
BIO 125	Human Biology	4			FL, SP, SM	
OFS 101	Fundamentals of Document Formatting	3	T, Q		FL, SP, SM	
ENG 101 or ENG 130	Rhetoric or Technical Writing & Communication	3			FL, SP, SM	
<b>Total Semester Hours:</b>		<b>13</b>				

<b>Second Semester</b>						
Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
MGMT 102	Human Resources	3			FL, SP, SM	
OFS 102	Intermediate Document Formatting	3	T, W	OFS 101	FL, SP, SM	
OFS 166	Microsoft Word I	3	T, W	OFS 101	FL, SP, SM	
HIM 115	Principles of Disease	3	T, W	BIO 100, BIO 125	FL, SP, SM	
OFS 106	Keyboarding Speed and Accuracy	1	T	OFS 101 or 1 sem. Of h.s. keyboarding	SP	
<b>Total Semester Hours:</b>		<b>13</b>				

<b>Third Semester</b>						
Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
OFS 210	Medical Administrative Procedures	3	T	OFS 166	FL, SP	
<b>OFS 214</b>	<b>Microsoft Office Suite</b>	<b>4</b>	<b>T, W</b>	<b>OFS 101 or CIS 110</b>	<b>FL, SP, SM</b>	
OFS 143	Medical Transcription	3	T	BIO 100 and OFS 166	FL, SP	
Major Core Elec.	3 cr. hrs. from Major Core Electives	3				
<b>Total Semester Hours:</b>		<b>13</b>				

<b>Fourth Semester</b>						
Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
OFS 100	Microsoft Outlook	1	T	OFS 101	FL, SP	
OFS 103	Advanced Document Formatting	4	T	OFS 102	FL, SP, SM	
OFS 110	Voice Recognition	1	T	OFS 101 and OFS 166	SP	
Major Core Elec.	3 cr. hrs. from Major Core Electives	3				
<b>Total Semester Hours:</b>		<b>9</b>				

**Graduation Requirements**

To be awarded an Associate degree at Joliet Junior College, each student must meet the following requirements:

1. Satisfy all admission requirements.
2. Complete the courses required to earn the chosen degree. If the student is a transfer student with coursework taken elsewhere, he/she must complete a minimum of 60 credit hours of which the last 15 credit hours applicable to the degree are earned at Joliet Junior College. If the student has not taken the last 15 hours at JJC, then a total of 30 credit hours applicable to the degree must be earned at Joliet Junior college. Proficiency test, CLEP and Advanced Placement do not meet this requirement.
3. Earn a cumulative grade point average of at least 2.0.
4. Discharge all financial obligations to the college; have no restrictions.
5. File an application for graduation (An application should be filed at the time of registration for student's anticipated last semester).
6. Have on file in the Graduation office by the graduation filing date all transcripts from other colleges/universities that are to be evaluated for credit, to be applied toward a degree. A delay in the process may result in a later graduation date.

**For more**

**information**

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